

25X1A7b

Chief, [REDACTED]

4 October 1950

FOIAb3b1

Chief, [REDACTED]

Entertainment Expenses

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REF. : Secret Message No. [REDACTED] 140 to Chief, [REDACTED] from  
25X1A7b Chief, [REDACTED] dated 12 September 1950)

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1. Attached hereto are:

a. Extract from CIA Regulations covering use of unvouchered funds.

b. Sample completed Reimbursement Voucher (form 33-17).

c. Supply of forms 33-17.

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2. On 15 August 1950 the Director, CIA approved unvouchered funds in the amount of \$300.00 to be used by the Chief, [REDACTED] for reasonable entertainment of an official nature. Present allotment covers only Fiscal Year 1951. However unvouchered funds not to exceed \$300.00 should be included in future [REDACTED] budget estimates.

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3. Attachments 1a and 1b above will be used as a guide in submitting reimbursement vouchers. Vouchers should be submitted in triplicate with receipts attached. Where receipts are unavailable the [REDACTED] should attach certificate to that effect. If foreign currency is used official rate of exchange should be noted on the voucher.

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Attachments

JRC:pod

Adm. Off.

~~SECRET~~